

**IFNA Minutes  
Board of Directors -  
March 11, 2021  
8:00a – 10:00am EST**

**The Mission of the International Family Nursing Association (IFNA) is to Transform Family Health by:**

1. Serving as a unifying force and voice for family nursing globally;
2. Sharing knowledge, practices, and skills to enhance and nurture family nursing practice; and,
3. Providing family nursing leadership through education, research, scholarship, socialization and collegial exchange on all aspects of family nursing.

**Core Values:**

The International Family Nursing Association embraces a compassionate family focus on health, social justice, human dignity and respect for all.

Attendees:	Kathy Knafel, Veronica Swallow, Jane Lassetter, Sonja Meiers, Sandra Eggenberger, June Horowitz, Junko Honda, Petra Brysiewicz, Cristina Garcia-Vivar Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Veronica Lambert, Lindsay Smith
Guests:	
Minutes compiled	Sandra Eggenberger

Agenda Topic:	<b>Welcome / Announcements Board Engagement (S. Meiers)</b>
Announcements / Acknowledgements/ Discussion:	The 2021 National Nursing Research Roundtable (NNRR) of National Institute of Health and Western Institute of Nursing USA held the virtual meeting, titled “Nursing Research of the Future: Using Clinical Big Data to Explore Health Inequities and Social Determinants of Health,” with IFNA members engaged.

Agenda Topic:	<b>Approval of prior minutes (S. Meiers)</b>
Motion to Approve	Kathy Knafel moved to approve minutes and Veronica Swallow seconded. Motion carried.

Agenda Topic:	<p><b>Financial Board Report (Kathy Knafel)</b></p> <p>Our upward financial trajectory continues. As of February 28, 2021, our total assets were \$92,189 about 13K more than at the end last month and about 32.5K more than our total assets at the end of December 2020. In February, our income (\$42,420) exceeded our expenses (\$13,767) by \$32,652.</p> <p>This positive financial picture is a function of conference income, including about 27K in conference registrations and additional \$6500 in sponsorship income since the beginning of the year. We generated an additional \$6375 in membership dues in February (\$11,675 for the year).</p> <p>Conference expenses to date include \$1200 owed to PayPal and \$600 to Oxford Abstracts, our online submission platform. PayPal is a monthly expense and Oxford abstracts is a one-time fee. Our monthly fee to KME is \$5500.</p> <p>The budget for IFNC15 has been finalized, with an estimated income of about 42K before sponsorship. The budget is based on 350 paying attendees.</p>

Agenda Topic:	<b>Clayton Hotel – Lawyer Letter Update (Beth Kassalen)</b>
Discussion:	KME has compiled a variety of documents for lawyers to review and then draft a letter.
Follow up:	KME will continue communication with lawyers. Lawyer’s fee will be 10% of whatever refund we receive and no charge if no refund. Drafting engagement number to solidify terms.

Person Responsible:	Beth will continue communication with lawyers and Clayton Hotel. There is no definite timeline but should be approximately 3 months prior to the conference.
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Agenda Topic:	<b>Global Initiatives – Update (Ad Hoc Committee)</b>
Discussion:	<p>Four proposals were reviewed with three funded and the fourth receiving constructive feedback from the ad hoc committee with encouragement to revise and resubmit during the next call August 2021. Funding up to \$2500 was offered for each grant. Total request amount for the 3 grants is \$7450.00.</p> <ul style="list-style-type: none"> <li>• (Funded) A Global Shift in Family Nursing Practice (Practice Committee with members also on the Research and Education Committees)</li> <li>• (Funded) IFNA Website Update: Ensuring High Quality Communication within Our Global IFNA Community and Beyond (Communications Committee)</li> <li>• (Funded) Fathers’ experience in families with a child with a chronic illness: A systematic review (Research Collaboration Sub-Committee / Pediatric Research Cluster)</li> <li>• Nurses’ attitudes to the importance of families and perceived outcomes of family involvement in nursing care study. (Australia and New Zealand Chapter).</li> </ul> <p>Projects are extending the strong prior IFNA committee work with potential to advance shared mission of IFNA and Taylor Institute.</p> <p>Funded project leaders will be asked to prepare a report for IFNA Board 30-60 days and was specified in the instructions that results would be reported. An additional requirement is acknowledgement of the funding in any presentations or publications.</p>
Follow up:	<p>Letters will be signed by Dr. Sonja Meiers (IFNA President) and Dr. Sandra Eggenberger (as representative of funding source). Debbie Zaparoni will work with the Communications Committee to announce. Debbie will send Glen Taylor Nursing Institute for Family and Society a letter from IFNA that highlights the funded proposals and the IFNA appreciation for support for shared mission. Debbie will note on her calendar the need to request a report for the board.</p> <p>A second call for project proposal will be sent in August 2021.</p>
Person Responsible:	Debbie Zaparoni will complete letters. Debbie Zaparoni will note on her calendar need to send reminder to project leaders of need for report.

Agenda Topic:	<b>Networking Events</b>
Discussion:	<p>Planning for the virtual networking events March 16 / 17<sup>th</sup>. Reminders continue to be sent. Also, test your Technology session will be open 7:30a – 6:00p on Monday March 15<sup>th</sup>.</p> <p>Registration is 37 for March 16<sup>th</sup> and 30 for March 17<sup>th</sup>.</p> <p>Several participants have agreed to lead a topic discussion.</p>
Follow up:	
Person Responsible:	

Agenda Topic:	<b>Proposed / Revised Bylaw Changes (Jane Lassetter)</b>
Discussion:	At the February Board meeting the board approved the proposed Bylaw changes. However, with the recent call for IFNA Global Family Nursing Initiatives Project Proposals, an issue has arisen warranting another proposed change.

	<p>Standing Committees are permanent committees created by the Board of Directors and are charged with performing necessary functions of the Association in a particular area. IFNA as an association does not conduct research or quality improvement projects because it does not have an IRB.</p> <p>Proposing to revise this wording to be  “Any human subjects research funded by IFNA must provide evidence of Institutional Review Board (Ethics Review Board) approval to the BOD in advance of data collection”.</p> <p>Jane Lassetter moved to approve change to bylaws as noted. Kathy Knafl seconded. Motion carried.</p>
Follow up:	Jane Lassetter will take the wording suggestion to the Bylaws committee. Following their approval bylaws will be distributed.

Agenda Topic:	<b>IFNA Website – Maintenance Agreement Renewal (Debbie Zaparoni)</b>
Discussion	<p>IFNA Maintenance Agreement reviewed for renewal. Agreement is similar to past with a 10% increase in rate from last year’s agreement.</p> <p>Communication committee has been part of the discussion to draft the contract.</p> <p>Veronica Swallow moved to approve the agreement. Kathy Knafl seconded the motion. Motion carried.</p>

Agenda Topic:	<b>Offering a reduced rate for Chapter members</b>
Discussion	<p>At the February meeting, Kathy Knafl moved that the discounted rate for chapter members would be charged a membership rate of \$75 for each year for the first two years (which matches the JARFN rate). Jane Lassetter seconded. The possibility of adding the word partner to the motion and questioned whether this covers JARFN. Lindsay Smith motioned to table until a discussion with JARFN to see if they would be interested in becoming a chapter instead of the partnership that currently exists. In light of Junko Honda not being present and discussion with JARFN is needed the motion is tabled. Motion Tabled in February meeting to March meeting.</p> <p>Chapters Outcome: To determine a Chapter Member rate option.</p> <p>JARFN Outcome: To determine if there might be interest in Japanese members chartering a chapter or to formalize an agreement between IFNA and JARFN.</p> <p>The Affiliation Agreement developed with Portugal may possibly be the approach to use with JARFN.</p> <ol style="list-style-type: none"> <li>1. Fee for chapter members to join IFNA for \$75 was supported by all. Motion carried.</li> <li>2. Question was posed: Would JARFN become as an official chapter of IFNA or would the Japanese members of IFNA want to form a chapter, Junko reported not sure if that is the direction of that group under current leadership. It may become more solidified in their meeting in May. Need to solidify the membership rate of the JARFN members. JARFN could also be considered a strategic partner (affiliation agreement) rather than an official chapter. Junko will report back after the May meeting and Debbie will provide Junko with an affiliation agreement and chapter benefits documents.</li> </ol>
Person Responsible.	Debbie Zaparoni will provide information to Junko Honda Junko Hondo will discuss IFNA at JARFN and report back to board in May

Agenda Topic:	<b>Draft Digital Family Nursing Stories videos (P. Brysiewicz)</b>
Discussion:	<b>DO NOT SHARE</b>

	<p>Inviting Board members to view the draft digital family nursing stories and provide feedback. Video can be viewed at this <a href="#">google drive folder</a>.</p> <ul style="list-style-type: none"> <li>All videos are viewable in two formats: uncompressed and compressed (indicated by "hb" at the end of file name).</li> <li>We are still working on finalising the formatting issues re the English text</li> </ul>
Follow up:	<p>The IFNA and Taylor Institute logos need to be added to the stories.  Add a link or some way for viewers to get more information about IFNA  Provide directions about enlarging the video before the play button is visible  Send more ideas and willingness to participate  There is a release that is being drafted and will be shared with the board</p>
Person Responsible:	Practice Committee through Petra Brysiewicz

Agenda Topic:	<b>Chapter Updates</b>
Discussion	<p><b>UK and Ireland</b></p> <ol style="list-style-type: none"> <li>A Chapter Executive meeting was held on 15<sup>th</sup> February, the Executive group enthusiastically agreed to share the various leadership roles to help further develop the Chapter, Chapter members are therefore in the process of taking on leadership of the following Chapter activities: Membership, Webinars, Newsletters, Twitter chats and feeds, &amp; Blogs. VS and VL are working towards a draft of an updated Chapter strategy to share with the Executive group and ultimately with the BOD</li> <li>We welcomed a new Chapter Executive member, Dr James (Jim) Turner: Professional Lead Mental Health Nursing (and Visiting Professor Suzhou College, China) Department of Nursing and Midwifery/College of Health and Life Sciences, Sheffield Hallam University (SHU). Jim's work is focused on Public Health and wellbeing for young people, connected nationally as Vice Chair of the UK Mental Health Nurse Academic group and the UK Royal College of Nursing (RCN) Forum for therapeutic interventions.</li> <li>VL is working with her Local (Dublin) IFNC15 Planning Committee to explore potential social events with an Irish feel for the conference</li> <li>VS was approached by Professor Steven Prymachuk, Professor of Mental Health Nursing Education in the School of Health Science's Division of Nursing, Midwifery and Social Work, University of Manchester, UK on behalf of the International MH and Psychiatric Nurses Association who want to explore with IFNA how they can broaden their international membership, as currently the majority of their members are from the USA. A virtual meeting is scheduled on 15<sup>th</sup> March for VS, Sonja Meiers and Kathy Knafel to meet with Steven Prymachuk and Debra Johnson the President of ISPN</li> <li>Chapter Exec. Member Diana Greenfield and VS recently published a (commissioned) Nursing Times article on Planetary Health and families 'All nurses should understand the principles of planetary health' <a href="https://www.nursingtimes.net/opinion/all-nurses-should-understand-the-principles-of-planetary-health-08-02-2021/">https://www.nursingtimes.net/opinion/all-nurses-should-understand-the-principles-of-planetary-health-08-02-2021/</a> that benefits from and builds upon the IFNA position statement on Planetary Health; the article was shared by SHU Media Team on our Twitter channel (and tagged in the IFNA) and onto SHU News Hub and has attracted a lot of interest. Diana has encouraged us all to advocate for this issue, and has submitted a breaking abstract to IFNC15 on the issue</li> </ol> <p>Australia / New Zealand</p>

	Minutes Attached.
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Agenda Topic:	<b>Student Engagement Update</b>
Discussion:	<p>The IFNA SEG met on 11 February. We have several members who submitted abstracts which were accepted and others who submitted to the late-breaking call for abstracts. This group will be well represented at IFNC15.</p> <p>Our next meeting will be 13 April.</p> <p>Our co-chair, Véronique, defended her thesis last week and is our newest PhD!</p>

Agenda Topic:	<b>IFN Foundation (Sonja Meiers)</b>
Discussion:	<p>The IFN Foundation once again supported IFNA Students attending the IFNC. This year they are supporting 17 IFNA Student members by paying their conference registration. 32 applications were received and randomly selected the 17 winners. Winners represent 10 different countries. Monies to support the Student Scholarship came from the Honor Families and Family Nurses Program from IFNC14. \$3825 will be sent to the IFNA to support these 17 conference registrations.</p> <p>A survey will be sent mid-late March to IFNA membership in an effort to develop a database for expertise, research and project in progress.</p> <p>The Foundation is working on a document to detail and promote Legacy Giving.</p> <p>The Foundation is deferring the Honor Families and Family Nurse Program until closer to the conference, since the RAC has launched the Pot of Gold challenge.</p> <p>The Foundation continues to try to identify other potential funding sources. Kit Chesla found the Center for Global Partnership from Japan, which does support conferences. Abstract submissions from Japan may be helpful in this effort. Kit will reach out to Junko Honda in Japan. Need to notify / review with RAC / CPC of this effort.</p> <p>Another potential funding source is a cancer foundation in the UK. Abstract submissions related to children with cancer, may be helpful in this effort. Need to notify / review with the Conference Planning Committee (CPC).</p> <p>The Foundation is considering sending another Newsletter and this idea as well as newsletter topics will be discussed at the next meeting.</p>

0935 – 0955 – Committee Reports

Agenda Topic:	<b>Awards Committee (Veronica Swallow)</b>
Update	<p>Norma is arranging an Awards Committee meeting for the coming weeks. A co-chair for this committee is needed.</p> <p>The call for the IFNA Awards went out on the 2<sup>nd</sup> March  <a href="https://internationalfamilynursing.org/ifna-membership/nomination-process-for-ifna-awards/">https://internationalfamilynursing.org/ifna-membership/nomination-process-for-ifna-awards/</a>  and will close on April 2, 2021.</p> <p>There are 4 categories of the 2021 IFNA Awards:</p> <ol style="list-style-type: none"> <li>1. Excellence in Family Nursing Awards (3)</li> <li>2. Innovative Contribution to Family Nursing Award (2)</li> <li>3. Distinguished Partner in Family Health Award (1)</li> <li>4. Rising Star in Family Nursing Award (1)</li> </ol> <p>Members are being encouraged to actively promote the Call and to submit nominations</p>

Agenda Topic:	<b>Communications Committee (Junko Honda)</b>
Update	Prioritized promotion of IFNC15 through all IFNA social media channels: IFNA website, Twitter, and LinkedIn.

	<p>Joel and Janice met with IFNC15 Conference Planning Committee on January 26, 2021 to discuss continued promotion of the virtual IFNC15. The development of an IFNC15 Social Media toolkit and IFNC15 Infographic have now been completed. In addition, the Resource Advancement Committee has also developed an infographic that is being used to promote IFNC15.</p> <p>Joel and Janice met with Simon Stones to discuss IFNA UK/Ireland Chapter website on February 3, 2021 to discuss collaboration between two IFNA websites.</p> <p>Citation data to IFNA Position Statements has been collated and updated:  Position Statement on Pre-Licensure Education: 17 Position Statement on Graduate Education: 7 Position Statement on Generalist Practice: 72 Position Statement on Advanced Practice: 46 Position Statement on Planetary Health and Family Health: 2</p> <p>NEW Blog post by IFNA President, Dr. Sonja Meiers on IFNA Strategic Plan has been uploaded to IFNA website.</p> <p>NEW updated bibliography of family nursing/family health publications by IFNA Australia/New Zealand chapter members was uploaded to IFNA website.</p> <p>Continue to promote IFNC15 widely through all of the IFNA social media channels.  Continue to find ways for greater collaboration with IFNA UK/Ireland chapter re: IFNA news</p>
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Agenda Topic:	<b>Conference Planning Committee (June Horowitz / Veronica Swallow)</b>
Update	<p>Registration is at 146, comparatively we have 51 at approximately the same time in 2019.</p> <p>We received 54 late breaking abstracts, for a total of 291, comparatively, we received 39 in 2019, with a total of 389. Reviews are underway for the new abstracts.</p>

Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	<p>The subcommittees met last month with IFNA education Committee meeting next week.</p> <ul style="list-style-type: none"> <li>• Education Resources are being refined and updated.</li> <li>• Family Care and Simulation Rubric is being translated. The IFNA Policy for Translation was provided to members by Sandra Eggenberger</li> <li>• Webinar related to Mental Health is being explored</li> <li>• Highlights of many new Education Committee members are being developed with communication committee</li> <li>• Report on Position Statements Dissemination has been reviewed A tracking template has been developed. Education Committee and Practice committee may work on tracking the IFNA position Statements/Competencies usage etc.</li> </ul>

Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	<p>Sonja Meiers, Cristina Garcia-Vivar and Debbie Zaparoni met to discuss strategies of how to support the IFNA Membership Committee.</p> <p>The Membership Committee is relatively small. Cristina and Debbie will encourage and work with the committee to</p> <ul style="list-style-type: none"> <li>• Develop a plan to increase the committee members.</li> <li>• Maintain a focus on the Terms of Reference for the committee and the IFNA Strategic Plan.</li> <li>• Develop a plan to increase IFNA membership from countries that have only a few members.</li> <li>• Develop a plan to expand IFNA membership into countries/area where we have no members.</li> </ul>



	<ul style="list-style-type: none"> <li>• Develop a plan to retain existing members.</li> </ul> <p>Current IFNA Membership 389 Active Members (357 Last Month) 37 New members February 2021 (42 in January) 39 Countries represented</p>
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Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	<p>The deadline for the Call for Nominations is Monday, March 22<sup>nd</sup>.</p> <p>Work is ongoing with engagement from committee members to fill the nomination of candidates. Debbie has thoroughly supported the committee's work and committee members. A successful IFNA Nominating Committee Webinar was held Tuesday, 16<sup>th</sup> February at 7 am EST with strong Board representation and approximately 20 participants. Thank you to all Board members who participated in this event helping to strengthen the success. Sonja Meiers, Lindsay Smith, Cristina Garcia-Vivar, Petra Brysiewicz and Veronica Swallow participated on the webinar.</p>

Agenda Topic:	<b>Practice Committee (P. Brysiewicz)</b>
Update	<p><b>24 February 2021</b> Discussion re updates from committee members present. Meeting held with Glen Taylor Nursing Institute for Family and Society at Minnesota State University Mankato, USA regarding the stories already recorded, ways to deal with translations into English, the need for a media release form and how to store and access videos once done. All agreed re the need for these stories to show authentic family nursing practice and not to be edited much – just really to focus on ensuring good sound. All very enthusiastic re this project and practice committee members encouraged to record their story. Once the system re translations and final product are running smoothly, all IFNA membership will be invited to record their story. Communicate with Debbie re the use of IFNA YouTube/Google drive to store videos and media release form. Business meeting for practice committee at conference: Discussion held and agreed re the importance of such a meeting. Practice Committee chair to Maria to follow up with conference planning committee re slotting in a meeting for Practice Committee IFNA position statement dissemination project: Documenting the use of practice guidelines – update and discussion regarding the oral and poster presentations for IFNA conference.</p>

Agenda Topic:	<b>Resource Advancement Committee (Kathy Knaf)</b>
Discussion:	<p><b>Meeting Date:</b> 3/2/21 The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of the month, 9-10a) and addressed the following agenda items. <b>Review of Donations – Received and Commitments:</b> The RAC has generated \$51,872 in sponsorship commitments (\$26,550 received). An additional \$4200 has been pledged by RAC members in support of their upcoming Pot-of-Gold Challenge. Minnesota State University is an Official Conference Partner and Dublin City University is a Platinum Conference Partner. We do not yet have a Gold Conference Partner (2.5K) <b>Dublin Local Planning Committee:</b> Veronica Lambert continues actively promoting the conference and sponsorship. She has written letters to all the heads of nursing education programs in the area and selected clinical facilities throughout Ireland as well as the chief nursing officer of the Department of Health. The local group also promoted abstract submissions. <b>Pot-of-Gold Challenge (POG):</b> RAC members have pledged 4.2K toward the POG Challenge. IFNA members and supporters will be asked to “meet the challenge”. The roll-out</p>

	of the POG Challenge to IFNA members begins the week of March 8 and continue through the conference.
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Agenda Topic:	<b>Research Committee (Veronica Lambert)</b>
Update	<p>Research Committee Meeting 23rd Feb. 2021</p> <p>Work ongoing in all research subcommittees/clusters/initiatives. Discussion took place around research committee's evaluation of IFNA website research tabs/pages specifically related to generation of a prioritized list of needed/suggested changes for submission to the communications committee; the need to liaise with BOD to discern how to manage questions of intellectual property and citations for use of resources on website; improving navigation on the home page; and checking on distinction between general IFNA website access and additional access for members (e.g. paywall). Discussed ideas for presentation for larger all member April research committee. Proposed development of a Position Statement for family nursing research.</p>

Agenda Topic:	<p><b>Process Meeting:</b></p> <p>What went well?</p> <p>What can we improve upon?</p>
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**Next Meeting**

April 8, 2021 8:00am – 10:00am EST